

**SCHOOL OF ART  
BACHELOR OF DIGITAL MEDIA**

**SESSION 2001  
STATEMENT OF EXPECTATIONS**

**PROFESSIONAL PORTFOLIO  
SART3612**

LECTURER: (insert name)  
CLASS CODE: (insert number)  
DAY & TIME: (insert day), (insert times)  
LOCATION: (insert room number)

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**COURSE DESCRIPTION:**

The professional portfolio course seeks to offer students the opportunity to develop a portfolio of work at an industry standard. This course will encourage students to focus on a discreet body of work that will assist them in realising their career goals. The portfolio could be of a specific nature i.e. within one medium or display a range of media abilities.

**COURSE CONTENT:**

The professional portfolio course content delivers critical feed back to students working across divergent media.

Advice to Students regarding workplace safety and hazardous substances

Students should be aware of the requirement to avoid eyestrain, back, neck and repetitive strain injury (rsi) through correct posture, chair positioning and taking a break at least once every hour. Students using, or planning to use, unorthodox materials in their class work are required to complete a Risk Assessment Sheet. This form must be signed by the lecturer and lodged with the Technical Assistant. Unorthodox materials are considered to be materials, solvents, chemicals and paints not covered by standard practice or tuition within the area.

**COURSE OBJECTIVES:**

To produce a creative professional quality product suitable for the industry.

**ASSESSMENT:**

To qualify for a passing grade all students must complete all set work, which is to be submitted on time. Where absences in excess of three (3) classes occur, students may be given a fail grade (UF). Students must be punctual and participate in all class activities. The student should be expected to show evidence of the achievement of the course's objectives.

One formal evaluation of Satisfactory, or Unsatisfactory will be made mid-session and students will be informed by their class lecturer of this determination.

**COURSE SCHEDULE** (*over weekly break-up*)

Week 1 (insert information)

Week 2 (insert information)

Week 3 (insert information)

*or, if appropriate*

Weeks 1-3 (insert information)

Weeks 4-5 (insert information)

**DESCRIPTION OF ASSESSMENT TASKS: Date, Nature and Mark** (insert information)

**ADDITIONAL RELEVANT INFORMATION CONCERNING YOUR AREA.** (insert information)

**ANY OTHER INFORMATION SUCH AS SAFETY PROCEDURES etc. YOU WISH TO INCLUDE.** (insert information)

**RELEVANT REFERENCES** (insert information)